	<b>ARIZONA DEPARTMENT OF CORRECTIONS</b>  <b>INMATE NOTIFICATION</b>	<b>Notification Number:</b>  <b>13-11</b>
		<b>Issue Date:</b>  <b>March 7, 2011</b>

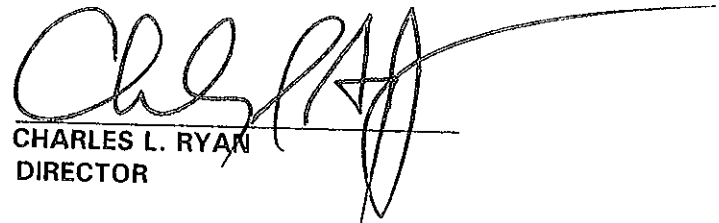
**POSTING NOTIFICATION**

This information is to be posted for a **minimum of 30** days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

**TO ALL INMATES**

Department Order 918, Wildland Fire Crews/Disaster Aid has been revised and will be effective 30 days from the issue date of this Inmate Notification. The significant revisions include:

- Clarifying the Contractor agrees to pay Department employee Fire Crews and Inmate Fire Crews for all time during a twenty-four (24) hour period, including any overtime, spent on the Fire Line.
- Clarifying the Contractor agrees to pay 100% of wages for Department employee Fire Crews and Inmate Fire Crews, including any overtime, if the fire is determined to be a Federal Jurisdiction Fire, (On Federal Land). There is no difference between duty time on the Fire Line and Down Time in camp.

  
**CHARLES L. RYAN**  
**DIRECTOR**



ARIZONA  
DEPARTMENT  
OF  
CORRECTIONS

DEPARTMENT ORDER MANUAL

CHAPTER: 900  
  
INMATE PROGRAMS AND  
SERVICES

OPR:  
  
OPS

DEPARTMENT ORDER: 918  
  
***WILDLAND FIRE CREWS/  
DISASTER AID***

SUPERSEDES:  
DO 918, (09/01/96)  
DI 57, (10/23/97)

EFFECTIVE DATE:  
  
MAY 28, 2009

REPLACEMENT PAGE  
EFFECTIVE DATE:  
  
APRIL 7, 2011

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## PURPOSE

This Department Order authorizes the establishment and activation of Wild land Fire Crews and provides procedures for staff and inmates to volunteer for participation in the program. This Department Order also provides procedures for inmates to volunteer and be selected to provide aid during a declared state of emergency. These procedures ensure the security, safety and supervision of participating inmates.

## RESPONSIBILITY

The Department's Contract Administrator is responsible for ensuring a legal contract exists between the Department and the Arizona State Land Department (ASLD) for the obligations of Wild Land Fire Crews and for forestry abatement projects utilizing this crew.

The Division Director for Offender Operations is responsible for approving the establishment of each Wild Land Fire Crew.

Wardens are responsible for overseeing the activities of the Wild land Fire crew and shall appoint a Wild Land Fire Crew Sergeant who shall supervise the program.

## APPLICABILITY

Wild Land Fire Crews shall be established upon approval of the Division Director for Offender Operations.

## PROCEDURES

**918.01 WILD LAND FIRE CREW CONTRACT REVIEW** - The Warden of each institution with a Wild Land Fire Crew shall review the contract with the ASLD prior to its implementation and shall immediately notify the Division Director for Offender Operations of any concerns with the contract before implementation.

**918.02 FIRE CREW STAFF SELECTION PROCESS**

- 1.1 Staff Requirements - Staff interested in being on the Wild Land Fire Crew shall:
- 1.1.1 Have successfully completed the Correctional Officer Training Academy.
  - 1.1.2 Be in good physical condition and meet the physical fitness requirements provided by the ASLD.
  - 1.1.3 Be available throughout the year, including any shift or regular days off (RDOs) and be willing to be called out at any time for a fire. (Staff ARE NOT on an On-Call or Standby status at anytime during this assignment.)
  - 1.1.4 Be able to attend and complete all training and written tests as required by the ASLD. Staff members who originally score below 70 shall be allowed one retake.
  - 1.1.5 Possess current Cardiopulmonary Resuscitation (CPR) and First Aid certifications.
  - 1.1.6 Possess an appropriate valid Arizona driver's license, to include a CDL with passenger and airbrake endorsements.

- 1.9.1 The Deputy Warden of Operations and/or Complex Major shall conduct periodic field inspections of fire crew activities including, but not limited to:
  - 1.9.1.1 Camps (tent/living areas).
  - 1.9.1.2 Equipment.
  - 1.9.1.3 Staff/inmate morale.
  - 1.9.1.4 Count/supervision procedures.
  - 1.9.1.5 Other off site work location(s) as mutually agreed.
- 1.9.2 All field inspections shall be recorded on the Fire Crew Field Inspection Report, Form 918-04, which shall be maintained with the Liaison file.
- 1.10 As authorized by the Intergovernmental Agreement (IGA) and the Division Director for Offender Operations, the fire crew shall remain active year around to participate in fire suppression activities and other activities as authorized under the IGA.
  - 1.10.1 Security staff certified as Wild Land Fire Fighters shall supervise inmate fire crews.
    - 1.10.1.1 The Wild Land Fire Crew Sergeant shall initiate a staff rotation to ensure that all staff are relieved periodically and return to the camp for rest.
    - 1.10.1.2 Two staff members shall supervise the inmate crew while on the fire line. The third staff member shall remain in camp to rest for rotation.
    - 1.10.1.3 At no time shall all three staff members be on the fire line at one time.
  - 1.10.2 Compensation for staff shall be as follows.
    - 1.10.2.1 Travel time to and from the site, sleep time, meal time and rest time at or near the fire site are considered work hours. The Department shall compensate staff for the first eight hours of the day. ASLD is responsible for compensation for any hours over the eight hours.
    - 1.10.2.2 The staff member shall complete the Fire Time Report form provided by ASLD staff at the fire site.
  - 1.10.3 Compensations for inmates shall be as specified in the IGA.
- 1.11 The Warden or designee shall submit the Wild Land Fire/Brush Abatement/Reforestation Report to the Southern Region Operations Director each Monday for the previous week ending on Sunday.
  - 1.11.1 Wild Land Fire Deployment Report information:

- 1.11.1.1 Crew deployment date.
- 1.11.1.2 Fire Crew number.
- 1.11.1.3 Deployment location. (Minimum of County name)
- 1.11.1.4 Number of staff deployed.
- 1.11.1.5 Number of inmates deployed.
- 1.11.1.6 Number of inmate hours worked.

1.11.2 Brush Abatement Report Information:

- 1.11.2.1 Crew deployment date.
- 1.11.2.2 Project number.
- 1.11.2.3 Brush Abatement location. (Minimum of County name)
- 1.11.2.4 Number of staff deployed.
- 1.11.2.5 Number of inmates deployed.
- 1.11.2.6 Number of inmate hours worked.

1.11.3 Reforestation Activities Report Information:

- 1.11.3.1 Crew deployment date.
- 1.11.3.2 Reforestation location.
- 1.11.3.3 Number of staff deployed.
- 1.11.3.4 Number of inmates deployed.
- 1.11.3.5 Number of inmate hours.
- 1.11.3.6 Number of trees planted.

**918.08 ACCOUNTING/PAYMENT OF WORK HOURS** - Department employee's work hours while supervising inmate work crews engaged in wild land firefighting activities, pursuant to an IGA agreement with the ASLD or the Department of Agriculture, shall be accounted for and paid as follows:

- 1.1 Work Hours - Travel time to and from the site, sleep time, meal time, and rest time at or near the fire site shall be considered work hours.

1.1.1 **SECTION DELETED**

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- 1.1.2 The Department shall pay regular hours and overtime hours on regular paydays. Firefighting hours are accrued and paid on the payday after an approved firefighting "Emergency Incident Time Report" is received from the ASLD. (See Attachment B)
- 1.1.3 The Department agrees to pay Department employees for all time during a twenty-four (24) hour period that is not spent on the Fire Line, (Down Time).
- 1.1.4 The Contractor agrees to pay (including any overtime) Department employee Fire Crews and Inmate Fire Crews for all time during a twenty-four (24) period spent on the Fire Line, (Actual Firefighting Time).
- 1.1.5 The Contractor agrees to pay 100% of wages (including any overtime) for Department employee Fire Crews and Inmate Fire Crews if the fire is determined to be a Federal Jurisdiction Fire (On Federal Land). There is no difference between duty time on the Fire Line and Down Time in camp.

## 1.2 Emergency Incident Time Report

- 1.2.1 The employee shall complete the firefighting Emergency Incident Time Report, Form OF-288, provided by the ASLD at the fire site. A copy shall be provided to the employee. The ASLD then provides the original and a copy to the ASLD Accounting Office, who shall send the approved Emergency Incident Time Report to the Department Payroll section within 10 workdays of the fire duty assignment. The following shall be used to complete this form:
  - 1.2.1.1 On Shift - The time the employee arrives at the fire site from the institution or back from sleep time at or near the fire site.
  - 1.2.1.2 Regular Hours - The portion of "on shift" hours needed to complete the employee's regularly scheduled hours for the day.
  - 1.2.1.3 Overtime Hours - The portion of "on shift" hours in excess of the employee's regularly scheduled hours for the day. If the employee works during a regular day off, all "on shift" hours are considered overtime.
  - 1.2.1.4 The total of regular and overtime hours shall equal the time the employee is "on shift".
- 1.2.2 The employee is considered off shift when the employee leaves the fire site to go back to the institution or goes to sleep at or near the fire site.

## 1.3 PARs shall be completed as follows:

- 1.3.1 Enter the regularly scheduled hours worked for the day. Regular hours include the "regular hours" shown on the Fire Time Report in accordance with 1.2 through 1.2.2 of this section.

- 1.3.2 Any hours shown as overtime on the Fire Time Report shall be coded as "FF" (firefighter hours). Firefighter hours are tracked on Excel spreadsheets. Coding hours as "FF" increases the firefighter's hour's balance. Payment by the Payroll Unit of these hours decreases the firefighter's hour balance. (See Attachment A, Firefighting Par Sheet.)
  - 1.3.3 Code "OT" (Overtime), "CE" (Compensatory hours earned) or "EH" (Extra Hours) any hours worked that are not part of the hours accounted for outlined in 1.3.1 and 1.3.2 of this section.
- 1.4 Payroll Unit
- 1.4.1 The Payroll Unit shall compare the entries on the Excel spreadsheet with the approved Fire Time Report to check consistency in recording hours.

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- 1.4.2 The employee shall be paid for the firefighter hours on the next paycheck issued. The firefighter's hour balance is reduced by the number of hours paid.
- 1.4.3 The Payroll Unit shall charge the ASLD for the personnel services and employer related expenditures corresponding to the firefighter hours paid.

**918.09 EMERGENCY DISASTER AID** - When requested by the Governor, the Director may grant inmates, who meet eligibility criteria, an authorized absence from Department institutions to provide aid in a declared state of emergency.

- 1.1 Eligibility Criteria: To be eligible to participate in disaster aid, the inmate shall:
  - 1.1.1 Have an Internal Risk (IR) level of 02 or lower and an institutional Minimum Custody level.
  - 1.1.2 Be living in a Minimum Custody level institution or unit that has a Minimum Custody level and an IR level of 02 or lower.
  - 1.1.3 Be classified as medically full duty.
  - 1.1.4 Be recommended by the Warden and approved by Central Classification.
- 1.2 Inmates shall not submit applications to participate in disaster aid.
- 1.3 The Division Director for Offender Operations shall ensure that a list of eligible inmates available and willing to provide aid in a declared state of emergency is developed and maintained. Participation in disaster aid by eligible inmates shall be voluntary.
  - 1.3.1 The Deputy Warden of Operations or designee shall develop and maintain a list of inmates eligible to provide disaster aid.
  - 1.3.2 The Deputy Warden of Operations shall enter the following pertinent inmate information on the appropriate Adult Information Management System (AIMS) screen regarding Level 1 or 2 inmates who meet the requirements specified in this Department Order and have been approved:
    - 1.3.2.1 Date of approval by Warden, CRC Administrator, or designee.
    - 1.3.2.2 Date of approval for exception by the appropriate Division Director. Exceptions shall be requested by email.
    - 1.3.2.3 Upon request, retrieve a batch report when a list of approved inmates for disaster aid is required.
- 1.4 Eligible, available and willing inmates may be authorized to participate in disaster aid at the sole discretion of the Director, Warden or CRC Administrator.